

1                   **WILTON WATER COMMISSION ... APPROVED 8/22/13**

2   **DRAFT MINUTES of July 25, 2013 regular meeting**

3   Wilton Water Commission held its regular monthly meeting on Thursday, July 25, 2013 in the  
4   Town Hall Courtroom. Present were Commissioners Tom Schultz (Chairman), Bill Condra and  
5   Frank Edelblut; Clerk Joanna K. Eckstrom; Water Superintendent Mike Bergeron; and members  
6   of the public – Jim Quinn, Dawn Tuomala and Matt Fish (Emery & Garrett report); Richard  
7   Sharkey and Charles Wagner (WMSA); and Charlie McGettigan. An agenda was posted.

8   **Mr. Schultz called the meeting to order at 6:30 PM and invited public comment or input.**

9   Ms. Tuomala had three items that she wanted to share –

- 10       1. *NH Bills That Have Become Law – HB510 requires the installation of a backflow device*  
11         *under certain circumstances at every connection to a public water system. This bill also*  
12         *requires testing of such devices under certain conditions. This law will become effective*  
13         *on August 3, 2013.* This information is relevant and timely as the department's backflow  
14         testing program is nearing completion for the first of two annual testings and because of  
15         issues with WMSA.
- 16       2. E-mail from The Source at DES which apprises water utilities of availability of \$20K  
17         grants. Mr. Edelblut (and Mr. Bergeron) are exploring grant opportunities for board.
- 18       3. *Speaking as a member of the Budget committee, Ms. Tuomala said that this year, the*  
19         Town's CIP will include planning / budget for infrastructure projects. This is for long-  
20         term plans for water, sewer, etc. Proposals should be ready by January 2014; preliminary  
21         by December 2013. Ms. Tuomala will send all departments the form to use.

22   \* **Review and Approve Minutes of June 27<sup>th</sup>** – On a motion by Mr. Condra, seconded by Mr.  
23   Schultz, the minutes of June 27<sup>th</sup> were approved as written; unanimous.

24   \* **Accounts Receivable - billing issues, abatements, YTD revenue Jane Farrell**, deferred

25   \* **Accounts Payable, YTD expenditures, Capital Reserve Allocations, System Map** – Mr.  
26   Edelblut has been working with Pam Atwood on this. He noted that the town's accounting  
27   system does not have capital assets listed, no depreciation, etc. Pam created a Balance Sheet  
28   from the Quickbooks program, Going forward, there should be a detailed listing of the  
29   department's 'assets' to include such things as equipment, pipes, etc.

30   Next, Edelblut noted that department has budget of \$267K and have only spent about \$86K so  
31   far, and that there is no income / revenue shown. Assuming quarterly revenue of \$46K, why is

expense at \$267K. Mr. Schultz noted that a major expense for Pine Valley materials \$60K is not showing yet. Mr. Edelblut will work with Mike Bergeron to get rough estimates for age and value of equipment and materials so we stay in budget and plan ahead for surplus.

Edelblut questioned reserves being considered as expenses – this negatively skews the equity section of the balance sheet. It is the consensus of the commission that Mr Edelblut work with Pam and (Stan?) the town’s accountant to make the water department’s records more clearly reflect its financial condition.

The commission has been asked by Betsy Castro, Trustee of Trust Funds, if they want to invest any money in CDs. Ms. Tuomala asked if Water Commission has authority to create, spend moneys from capital reserve fund on its own or does this need to go to town meeting for a vote? Mr. Schultz said water commission does have authority per RSA as confirmed by Silas Little, counsel.

Mr. McGettigan asked what CD rate is. Mr. Condra said money is sitting in bank now and earning interest at 0.02%. He is not averse to investing now but would do so for 2 months only.

**A motion by Mr. Edelblut, seconded by Mr. Schultz, to invest \$50,031.41 from the Water Equipment account and \$25,015.89 from the Water Storage account in a two-month CD was unanimously approved.**

**Re: ‘system map’** Ms. Tuomala said that some of this information is available on plans she has worked on – the GIS project and also on the Hydraulic model. All information needs to be updated town-wide – for storm water, (potable) water and sewer.

Before moving to next agenda item, Mr. Condra asked for update on backflow to give to WMSA. They were given a copy of ‘NH Bills ...’ from Ms Tuomala. Mr. Edelblut said he has spoken with Wade Pelham at DES and that commission is continuing to work on backflow issue but department not at a point to make any decisions. The question of WMSA water bills for last ten years was deferred until later in the evening.

**\* Follow up of Dan Tinkham, Emery & Garrett report– Quinn Gravel Pits** - Tinkham was not present however copies of his report had been made available to commissioners, planning board, etc. As none of the commissioners is an engineer, they relied on Ms. Tuomala, Mr. Quinn and Mr. Fish for an explanation of report. Has to do with elevations for reclaiming Quinn gravel operation. Ms. Tuomala said when operation was first begun, restoration was supposed to be at 6-ft (above high water mark); subsequently, Quinn agreed to 10-ft. There s some missing data,

where testing was done only once, but Ms. Tuomala and Mr. Quinn and the Planning Board agree that E&G plan is workable. Per Matt Fish, representing the Planning Board, the PB has every confidence in E&G and all it needs is the water department's endorsement of the E&G report to move forward. Planning Board will have its engineering, Dennis LaBombard, review the report findings and issue the final reclamation permits.

Everyone's interest is to protect the water supply from contamination for the long-term. In answer to a question about difference between 6 and 10 feet, Ms. Tuomala explained that how grades, slopes, set-backs are factors. The area that Quinn is eager to begin reclamation is high up (rim) on the excavation.

The commission felt it did not understand the report well enough to approve it in full so **Mr. Edelblut moved, Mr. Schultz seconded to grant conditional approval for grades of 500 feet and above so that work can begin. Unanimously approved.**

Mr. Quinn will contact Tinkham to invite to August 22 meeting to clarify / explain his report.

\* **Nathan Ball – Ball Design Build – develop 304 Gibbons Hwy, lot D-99** not present

\* **Accounts Receivable - billing issues, abatements, YTD revenue Jane Farrell**

Ms. Farrell presented added bills which were approved. Consensus of the board to waive late fee for Sarah Severance.

Re: Stephanie Ethier, request to waive late fee, question of timeliness of payments left in box outside of town hall. Procedure has been that if dropped after town office is closed, payment is late. Boards need to be consistent clear about what constitutes 'late' payment when payments are left in box.

Mr. Condra said 30 days late is one thing but a day late is different. A motion by Mr. Condra, seconded by Mr. Edelblut to waive late fee for Ms. Ethier carried 2:1 – Condra, Edelblut yes; Schultz no.

Discussion of WMSA letter and 10 year history of 'erroneous' water / sewer bills will be taken up again next month.

Water / sewer bills should go out tomorrow or Monday. Ms. Farrell was advised not to change anything on the bill at this time.

**Accounts Payable** – Matt Fish produced a bill for his mowing services in 2012. Bill is late because of family concerns. It was confirmed that his bill plus additional service was approved by previous board. The bill will be submitted for payment. He will also be able to bid in 2013.

94 \* **Dakota / Pine Valley** Easement Deed – (ref. Minutes Approved W&S 130228) Mr.  
95 **Schultz moved, Mr. Edulblut seconded to (conditionally) accept the easement deed in good**  
96 **faith (with addition of ‘Return to:’ information.) Unanimous.** Board expects that a signature  
97 copy of the easement deed be provided to them.

98 \* **Mike Bergeron Report - Pine Valley Mill, hydrant flushing, Viens water installation, etc**  
99 Mr. Bergeron noted that there are concerns about the penstock at Pine Valley. Contractors have  
100 found boulders and soft ledge that could be a problem that could result in extra costs to Dakota.  
101 Board said agreement with Dakota is that they build to Water Department specs and it is up to  
102 them to do so at their expense.

103 Re: Viens ... Vellano has quoted \$3000 for materials for Viens to do waterline himself. Per  
104 previous agreement, the water department will waive the second connection fee if Viens does  
105 waterline at his own expense. Mr. Viens will be refunded \$1200.

106 Mr. Bergeron is on schedule to install four hydrants.

107 Water leak at Pellerin property has been fixed.

108 Six meters have been purchased and installed.

109 Tank cleaning still pending ... contractor will notify two weeks ahead of cleaning date.

110 Follow up needed for Barry Miller and Everett Well repairs.

111 Bids not yet sought for stand-by generator.

112 Re: 8" leaking valve at Maple / Prince Street, it was found that State paved over several valves  
113 and manhole covers.

114 Re: superintendent authority for water department projects ... **A motion by Mr. Schultz,**  
115 **seconded by Mr. Edelblut, the clerk will write a letter to town stating that “The Water**  
116 **Commission herein grants to the Water Superintendent sole authority over all town**  
117 **projects which affect the Wilton Water System.” Approved 2:1 – Schultz and Edelblut**  
118 **Yes, Condra Abstain.**

119 Bergeron is still working on shut-off for property at 70 Abbot Hill Acres. Owner can't get  
120 plumber to work at his house until water can be shut-off.

121 Mr. Bergeron was apprised of 51 Maple St, Milford – water bill is paid but Milford sewer bill  
122 is unpaid. Customer blames faulty water meter as reason for not paying sewer bill. Wilton  
123 Water will not shut customer off to force collection of Sewer bill; clerk to write to customer to

124 that effect but apprise him that if he believes the water meter is at fault, resolution offered by  
125 previous commission is still an option.

126 \* **Energy proposal** per Mr. Schultz, this may be moot as PSNH lowered rate and  
127 competitors raised their rates.

128 \* **Discuss any other business to come before the Board.**

129 Mr. Condra said that the Board of Selectmen recently met with Edward Jones and an insurance  
130 company regarding a 502 retirement plan for Town employees. At Town meeting, town voted to  
131 approve \$13K to cover the town's portion of contribution. Employee required to work 1,000  
132 hours to qualify. Mr. Bergeron is not a town employee but he could participate if Water  
133 department were to pay equivalent of town's contribution.

134 **A motion by Mr. Schultz, seconded by Mr. Edelblut that the Wilton Water Commission**  
135 **will fund the equivalent of the town's portion of an employee's match for Water**  
136 **Department employees who meet enrollment criteria. Unanimous approved.**

137

138 \* **Next meeting date: 4th Thursday of month, August 22nd**

139

140 There being no other business, the meeting adjourned at 9:05 PM.

141

142 Respectfully submitted,

143 Joanna K Eckstrom, Clerk